

**Hennepin South Services Collaborative
BOARD of DIRECTORS MEETING
Wednesday, May 13, 2009**

Richfield School Board Meeting Room

MINUTES

Board Members Present: Mark Bernhardson, City of Bloomington; Steve Devich, City of Richfield; Les Fujitake, Bloomington Schools; Bob Slotterback, Richfield Schools

Mandated Partner Board Members Present: Karen Zeleznak, Bloomington Public Health; Gloria Lundberg-Jorgenson, Hennepin County; Marcy Harris, CAPSH

Liaisons Present: Carol Huttner, Bloomington/Richfield Schools; Denise Royer, City of Bloomington; Molly Koivumaki, City of Eden Prairie; Gretchen Durkot, Eden Prairie Schools

Staff Present: Daryl Coppoletti, Laurie Pennebaker

Call to Order

The meeting was called to order at 3:05 p.m.

I. Approval of Agenda

**The motion was made and seconded to approve the agenda.
*Motion Carried.***

II. Approval of Minutes – February 11, 2009

**The motion was made and seconded to approve February 11, 2009, minutes.
*Motion Carried.***

III. New HSSC Board Vice Chair – Karen Zeleznak was nominated to the position of Vice Chair of the Board. Zeleznak was asked to accept the nomination for HSSC Board Vice Chair – she agreed. She will serve as the Board Chair in the absence of Devich.

**The motion was made and seconded to elect Zeleznak to the position of HSSC Board Vice Chair.
*Motion Carried.***

IV Research, Planning, and Coordination (RPC) – Daryl Coppoletti, Regional Planning Coordinator

• **2009-2010 Work Plan update**

Coppoletti reported on his work with research and planning. He said he has pulled and analyzed the U.S. Census Bureau's "American Community Survey" data from 2005-2007 for our three communities. This dataset was released to the public in early December and contains many of the demographics that were in the Census data books that HSSC distributed in December 2006. Coppoletti's intention is to update as many charts in those data books as he can with this newest data. He explained that because it is a random survey of households, it has a certain "margin of error" associated with it that complicates analysis and presentation of findings. In February, Coppoletti distributed three sample charts for Bloomington. He reported that he has finished all but the last two chapters. He has been sending out draft chapters as he completes them for HSSC community review. Coppoletti will send the entire report when it is completed, as well as posting it on the HSSC website.

Coppoletti said he continues to obtain and analyze mortgage foreclosure auction data from the Hennepin County Sheriff's website – he has found that foreclosure trends have been up one month,

then down the next. In the last several months, there has been a dramatic decline in the number of foreclosures in both Minneapolis and the Suburban communities. The peak hit in mid 2008. Harris reported that CAPSH has been sending up to 1,000 pre-foreclosure letters a month. The CAPSH foreclosure counselors are able to help the troubled homeowner re-negotiate the mortgage with the lender in some cases. Harris said that if the mortgage is unaffordable, they are able to advise the homeowner to have a *Short Sale*, which is not as bad on one's credit history as foreclosure. Coppoletti said he will distribute updated information in the next few months if he sees any changes in the trends.

Coppoletti said his next project will be to pull the latest JOBS NOW Coalition data on "livable wages" and to update the four family type factsheets that were distributed about two years ago. These fact sheets detailed what four different family types needed to earn in order to cover basic expenses and then compared those amounts to the average wages for various common jobs. HSSC's partners indicated that these fact sheets are valuable in seeking additional funding for non-profit agencies.

Zeleznaik asked if HSSC would have a role in making sure the 2010 Census is completed with more accuracy than the last census. She suggested that there might be census workers that are culturally specific to our diverse communities in South Hennepin. Slotterback said the Richfield Schools have learned to do surveys more proficiently by with the culturally specific outreach workers who actually go to the homes of the non-English speaking parents to complete surveys. He believes this would be the way to accomplish the best data possible in the census. Discussion followed. Ideas brought forward: bring outreach workers to the Fall Board meeting to suggest strategies; get the facts of what can and can't be done and bring the facts to the meeting; get the word out to the community; and work with CAPSH on the definitive strategies.

V. Family Services Collaborative (FSC) – Laurie Pennebaker, FSC Coordinator

LCTS Updates

- **2008 quarterly LCTS payments**

Pennebaker included the most recent LCTS payment chart in the packet. She explained that the first quarter of 2009 is received, completing the four quarterly payments that will be spent in the 2010 spending plan; second quarter 2008 through first quarter 2009. Pennebaker reported that the current Administration has rescinded the Elimination of Reimbursement under Medicaid for School-Based Administrative expenditures Rule which is currently under a moratorium until June 30th. This is good news regarding the future participation of schools in the time study; although staff time, additional requirements, amount received are all topics that may have an impact on future participation. If schools discontinue participation, Pennebaker reported that the state has decided that any earned but unspent LCTS dollars in reserve will not be lost. The governing board of the collaborative has the option of submitting a plan to spend remaining LCTS funds for prevention and early intervention programs to Ann Boerth for DHS approval. The collaborative must designate someone to complete and submit the LCTS Spending Reports to DHS and Annual Collaborative Reports to Ann Boerth until all LCTS funds, including interest, are spent in their entirety. With all the concerns we have had with LCTS funds, Pennebaker was reminded of the amazing benefits our collaborative has experienced when the Family School at the Pond Center celebrated the publication of the participants writings in partnership with Hennepin County Library. She passed around an example of a book written by a mother that had learned to speak, write, and read English in this program along with her pre-school son. This is a primary example of how LCTS funds were leveraged to get additional grant dollars to expand the program.

- **South Hennepin Regional LCTS Review Meeting**

Pennebaker reported that the South Hennepin Regional LCTS Review meeting took place on April 28th. Each community brought their requests for the undesignated MA portion of the first quarter 2008 payment. Bloomington Public Health and Eden Prairie plan to carry over funds to the 2010 spending plan. Bloomington plans to fund the KinderPrep program that serves Bloomington and Richfield children. Richfield plans to add funds proportionately to the 2009 funded programs. This group agreed to send the requests to the CAT meeting in June. Pennebaker said the second annual disallowance payment must be made by the end of November 2009. Last year HSSC paid the entire first payment of

\$138,319 with interest earned from the LCTS integrated fund. This year with interest rates so low, HSSC will not be able to make the full payment; each community will be responsible for a portion as determined by Hennepin County.

- **Richfield Public Schools – 2008 LCTS funding carry-over request**

Pennebaker included in the packet a request from Richfield Public Schools to carry over unspent LCTS dollars into 2009 for the Somali Outreach Worker program. It was explained that since the outreach worker took unpaid leave in 2008, the payment for his time was reduced. The LCTS grant for 2009 is significantly less for the program and the carry-over funds will be used to continue this position for the 2009 school year. The CAT will review this request in June to recommend approval of this carry-over request by the Board of Directors.

**Durkot moved & Huttner seconded motion to approve the request pending CAT review in June.
*Motion Carried.***

Alliance update

The Alliance Forum is scheduled for May 21st at the Ridgedale Library to support cross-coordination in Hennepin County. There will be key Hennepin County departments attending this roundtable discussion to give the collaboratives a better understanding of the county priorities, work plans, and concerns. The next Alliance meeting will be October 22nd.

Homeless Prevention and Emergency Services Update

An update on the Homeless Prevention and Emergency Services contracts with Hennepin County is included in the packet. The success story describes how a Richfield single mother, a 10 year homeowner experiencing foreclosure, was able to receive assistance from VEAP using the emergency funding administered by HSSC. VEAP was able to assist with partial payment for the first and last month rent at an affordable apartment using the pilot project funds. VEAP was also able to help with food shelf support, as well as many other resources, to help stabilize the young family in their community. Without this financial assistance, this family may have ended up in county shelter and the children would have been uprooted from their community and schools.

VI. Financial

- **Letter from Virchow Krause regarding 2008 Audit** – Coppoletti included a letter from Virchow Krause that informed the HSSC Board of Directors about the 2008 audit. He explained that there is no official action required; the letter invites input about various aspect of the audit. If any board member wants to respond, the phone number and email address are provided.
- **Review Disbursements**
Coppoletti showed a list of disbursements from 2/12/09 through 5/13/09 for Board review and financial oversight as directed by the auditors.
- **Balance Sheet and Profit & Loss**
Coppoletti presented both reports for review and financial oversight as directed by the auditors.

**Harris moved and Bernhardson seconded the motion to accept the financial reports.
*Motion Carried.***

- **Revised 2009 Budget**

Coppoletti pointed out on the 2009 Budget that 1) there will be no income from Hennepin County for RPC, 2) the LCTS administrative rebates from the state were received in the first quarter LCTS earnings, 3) interest income is substantially lower because of the very low interest rate currently being earned on our money market account, 4) staff expenses are slightly reduced to reflect Richfield's policy to forego the cost of living increase until April, and 5) some expenses have been reduced. The current projected deficit is now \$76,940.24.

**Harris moved & Bernhardson seconded the motion to approve the Revised 2009 Budget.
*Motion Carried.***

- **2010 Preliminary Budget**

Coppoletti explained that for 2010 there is no expected County contribution to Research and Planning, a 3% increase in the city contributions to Research and Planning, cost of living raise in staff salaries in compliance with Richfield policies, and some changes in operating expenses, leaving a projected deficit of \$106,901.86. Bernhardson said that the history of HSSC is almost thirty years of research and planning and that the family services division of HSSC was expected to end more than ten years ago. He suggested that the amount of funding in the reserve fund will be able to carry HSSC through 2013.

It was moved and seconded to approve the preliminary 2010 budget with the qualification that the reserve will only carry HSSC through 2013

Motion Carried.

- **Coppoletti's Expense Report – February through April 2009**

Bernhardson moved and Durkot seconded the motion to approve Coppoletti's Expense Report.

Motion Carried.

VII. Coppoletti's Annual Performance Review

- Discussion – closed session

Bernhardson moved and Harris seconded the motion to close the meeting to include only HSSC Board members.

Motion Carried.

- Action – open session

Bernhardson moved and Durkot seconded the motion to open the meeting to all.

Motion Carried.

Bernhardson moved and Durkot seconded the motion to approve a 1.5% increase in Coppoletti's salary.

Motion Carried.

VIII. Next Meeting

- Final 2010 Budget
- Presentation of 2008 Audit

IX. It was moved and seconded to adjourn the meeting at 4:35 p.m.

Motion Carried.

~ Next Meeting ~
Wednesday, August 12, 2009
3:00 – 4:30 p.m.
Bloomington Location – to be determined